

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: Saint James Preschool Program	Center ID#: 07SAI0012	County: Essex
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Address: 581 Valley Rd	City: Upper Montclair	Zip Code: 07043	Email: Sarah.StJamespreschool@gmail.com
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Phone: (973) 744-0105	Fax: 9737446868	Initial Inspection: 3/30/2015	License Status: R 09/25/17
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Due Date(s):*	4/30/2015	6/27/2015	7/14/2015	9/29/2015	11/13/2015	12/24/2015
Date(s) Reinspection:	5/27/2015	6/30/2015	7/29/2015	10/13/2015	11/24/2015	1/22/2016
Due Date(s):*	2/22/2016	3/29/2016	4/25/2016			
Date(s) Reinspection:	2/29/2016p/c	3/24/2016	4/28/2016			
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Center is in compliance with requirements as of: transfer **Reinspection occurs on or soon after due date*

6/30/15: No children present, center was closed for holiday week. 3/24/2016 Complaint# 275

Renewal ☐ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☐ Complaint # 275

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		<input type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.

Notes:

3/30/2015	7/29/2015	<input checked="" type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.
		<input type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes:

		<input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 7. Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.

Notes:

3/30/2015	5/27/2015	<input checked="" type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		<input type="checkbox"/> 10. Ensure the children's health, safety and well-being.

Notes:

Activities & Discipline

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
3/24/2016	3/24/2016	<input checked="" type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
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Nutrition & Rest

		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

Administration & Parent Involvement

		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
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Program Records

3/30/2015	Transfer	<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
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Notes:

		<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
3/30/2015	1/22/2016	<input type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
6/30/2015	7/29/2015	<input checked="" type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes:

3/30/2015	5/27/2015	<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
3/30/2015	5/27/2015	<input type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
3/30/2015	5/27/2015	<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
3/30/2015	7/29/2015	<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prerel/prerel.html

Sanitation & Diapering

3/30/2015	7/29/2015	<input checked="" type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
3/30/2015	7/29/2015	<input checked="" type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
3/30/2015	7/29/2015	<input checked="" type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

Health & Fire Safety

		<input type="checkbox"/> 37. Obtain and maintain on file a current health certificate.
		<input type="checkbox"/> 38. Obtain and maintain on file a current fire certificate.
3/30/2015	5/27/2015	<input type="checkbox"/> 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
3/30/2015	5/27/2015	<input checked="" type="checkbox"/> 40. Ensure the center's fire protective systems are operative at all times.
3/30/2015	5/27/2015	<input type="checkbox"/> 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
3/30/2015	5/27/2015	<input type="checkbox"/> 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes: Remove items behind the door in room 3

3/23/2015	6/30/2015	<input checked="" type="checkbox"/> 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 45. Remove excess storage and/or combustibles from the furnace room.

Bathroom & Kitchen Facilities

3/30/2015	5/27/2015	<input type="checkbox"/> 46. Ensure all toxic substances and medications are inaccessible to children.
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Notes: Ensure that rock salt is removed in front entrance way

Building Maintenance

3/30/2015	7/29/2015	<input checked="" type="checkbox"/> 47. Keep all surfaces clean and in good repair.
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Notes:

		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
3/30/2015	5/27/2015	<input type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes: Repair and or replace chipped paint in room 1 and D

10/13/2015	1/22/2016	<input checked="" type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
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Notes:

Outdoor Play Area, Equipment and Maintenance

10/13/2015	transfer	<input checked="" type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
3/30/2015	transfer	<input checked="" type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes:

ALERT: Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Maria Altamirano CCQAI-1
Rich Evangelista CCQAI-1
MaryBeth Intili CCQAI-1 5/27/15

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
3	3/30/2015	7/29/2015	Ensure staff know how many children are in their care at all times	Delete
34	3/30/2015	7/29/2015	Ensure tables are washed following a two step process before meals	Delete
35	3/23/2015	7/29/2015	Ensure children wash hands before the intake of food	Delete
36	3/30/2015	7/29/2015	Ensure staff wash hands before preparing and serving food	Delete
40	3/30/2015	5/27/2015	Fire panel was in trouble mode. Contacted monitoring company to ensure system was connected and able to be responded to. Fire official tested and inspected system and conducted a fire drill and was satisfied with result. He did not issue a fire watch. This violation will abated after fire panel is working properly	Delete
43	3/30/2015	6/30/2015	1. Repair or replace emergency lighting in room Room B 2. Repair or replace exit sign in Room C	Delete
47	3/30/2015	7/29/2015	1. Repair or replace hole on top of radiator cover in room 3 (abated 5/27/15) 2. Repair or replace the splintered wood in the gym. (abated 6/30/15) 3. Repair and maintain missing and stained ceiling tiles throughout the center. j(Judd wing entrance) 4. Cut or cap screws on the base of toilet in blue and green bathrooms as well as the bathroom in the kitchen. (abated 5/27/15) 5. Ensure the ceiling vent in the green bathroom is clean and in working condition. (abated 5/27/15) 6. Repair or replace the broken portion of fence on the playground. (abated 6/30/15)	Delete
52	3/30/2015	Transfer	Provide additional mulch to maintain surfaces on the playground 5/27/15: Provide documentation that the surfacing meets requirements.	Delete
9	3/30/2015	5/27/2015	Ensure rooms 1-3 are labeled	Delete
501	3/30/2015	6/30/2015	Ensure permission slips are obtained for all walking field trips	Delete
502	3/30/2015	6/30/2015	Ensure furnace room is locked at all times	Delete
503	3/30/2015	6/30/2015	Ensure all garbage pails are lined and pails used for discarding food and diapering are covered.	Delete
28	7/2/2015	7/29/2015	Provide a letter to the OOL indicating the the appointment of the head teacher and group teacher for the summer session. Include educational documentation.	Delete
50	10/13/2015	1/22/2016	Ensure the children under 2 1/2 years of age do not climb on the climbers on the playground, until documentation is submitted certifying the equipment meets the ASTM F-2373 standards.	Delete
51	10/13/2015	Transfer	Provide documentation ensuring all the playground equipment meet the ASTM F-1487 and F-2373 standards. (1/22/2016 playground inspection report submitted and have contracted with playground equipment company to make changes to meet licensing regulations) 4/27/2016 Playground renovation complete-pending documentaiton)	Delete
504	10/13/2015	1/22/2016	Ensure the microwave located in the lunch room is out of children's reach; secured; not used when children in area	Delete
505	10/13/2015	11/24/2015	Ensure protective covers are on all electrical outlets: Rooms C, D, E	Delete
506	10/13/2015	1/22/2016	Ensure the side exit door from rooms B and C is easily operable	Delete
	11/24/2015		Action plan requested	Delete
			1/22/2016 Copy of playground inspection report submitted	Delete
18	3/24/2016	3/24/2016	Based on a compliant, provide retaining on center's policy and procedure for postive disciple and reporting child abuse.	Delete
				Delete

Note: If number is checked, see attachment page(s) for clarification.